



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Program Specialist Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$44,628.85 - \$46,646.55</b>
Posting Number <b>521-21</b>	Position Number <b>044281,050589</b>	Number of Positions <b>2</b>	Posting Period * From: <b>10/05/2021</b> To: <b>10/19/2021</b>
Location: <b>55 N Willow Street, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under close supervision of a supervisory official in the Office of Legal &amp; Regulatory Compliance, the trainee will learn to monitor requests made to the Department pursuant to the Open Public Records Act ("OPRA") and track deadlines/disposition in database. This includes maintaining essential records, reports and files. The trainee will learn to assist in responding to subpoenas, litigation-related requests or other records requests. This includes assisting in collecting and disseminating information applicable to such requests as well as responding to requests for information. Also, the trainee will assist in the professional, administrative and analytical work to promote the operation, implementation, monitoring and/or evaluation of the unit.</p> <p><b>ADVANCEMENT:</b> Appointees who successfully complete the 12 month training period will be eligible for advancement to one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs). The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b>PSTOC@doh.nj.gov</b></li> <li>Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #521-21 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0355</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*